

TREASURER MONTHLY REPORT

June 2026

COUNCIL MEETING –July 7, 2026

Other Payments – Previously approved by Council or of note

- Harrison & Johnston, INV#96051, \$2,310.00 – for subdivision ordinance and pink house topics
- NVRC, INV# NVRC-2259-01, \$16,484.94 – Town Plan mapping and technical assistance
- Harrison & Johnson, INV96849, \$960 – additional legal work for pink house discussions
- Craftsman Upholstery, Estimate #1979, \$4,700 – caboose seat recovering
- B & B Flooring, INV#2020-1653, \$18,273.98 – town hall flooring & installation
- Service Mechanical, Quarterly required service contract, \$750
- Clifton VIP Cleaning, May & June, \$750 – town hall cleaning
- Dwayne Nitz, \$1,950 – pink house consulting
- Image Works Landscaping, INV18505, \$4,941.50 – playground mulch
- Clearpoint CPA, FY24 preaudit, \$7,227.50
- Resource Recovery, INV#2026-05, \$1,249 – monthly and event
- Magee Design, \$1350 – Native plant landscaping design
- Green Valley Landscaping, INV#59771, \$980 – mowing
- Environmental Quality Resources, INV# 4316-2, \$9,920.00 – invasive species removal work
- Darrel Poe, \$872.50 – Community Hall management

Requests for Approval of Payment

- Clearpoint \$4,000 additional due for FY24
- VRSA Insurance P-2026-2027-VRSA-0490-1 \$7,905
- Laura Jane Cohen, return of Pink House security deposit from 2017 \$2,200

Of NOTE:

- Budget finalized
- FY25 information to the pre-audit accountants
- Need to interview a couple audit companies
- Streetscapes spreadsheet Phase II financial tracking year-to-date
- Pink House security deposit – outstanding since 2017

Parks & Maintenance Committee Monthly Update – July 2026

- Through the Town Administrator's efforts, Harris Park playground mulching was completed.
- Through the Town Administrator's efforts, town hall flooring was completed.
- Continued efforts to obtain comprehensive grounds maintenance contract quotes, with the aim of simplifying and making the town's annual maintenance procurements more efficient.

TRANSPORTATION ALTERNATIVES / ENHANCEMENT PROGRAM QUARTERLY PROJECT STATUS REPORT

Project Name: Town Of Clifton Streetscape Project
for Main Street – Phase II
Project Number: CLFT029-101, P102, R201, C502
(UPC 1099949) and (UPC 126584)
Sponsor: Town Of Clifton

Month: July
Year: 2026

Current Project Phase: (Check each activity that applies)

PE Consultant Acquisition

- ☐ Not Applicable
- ☐ RFP Advertised
- ☐ Consultant Selected
- ☐ Pre-Award audit complete

Construction Authorization

- ☒ Requested authorization from VDOT
- ☐ Authorization received

Design

- ☐ Preparing Plans
- ☐ 50% Plans submitted to VDOT for review
- ☐ 100% Plans submitted to VDOT for review
- ☐ Bid document submitted to VDOT for review

Contractor Acquisition

- ☒ Project advertised
- ☐ Recommended award to VDOT
- ☐ Construction contract awarded

Environmental

- ☐ Preparing NEPA Document
- ☐ NEPA document approved

Construction

- ☐ Project under construction

Right-of-Way

- ☒ Requested authorization from VDOT
- ☒ RW acquisition complete
- ☐ Utility relocation complete
- ☒ RW certification received

Project Completed

- ☐ Requested final inspection by VDOT

Provide a brief description of progress made since last report:

The Project has Right-of-Way authorization and is currently in a revision to the ROW Phase.

1. VDOT requirements for the Project moving forward:

- a. Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024 – **On or about May 15 all VDOT comments were closed for both the Streetscape Project (UPC109949) and the Duct Bank Construction (UPC 126584).**
- b. Advertise Project for Construction Date to be completed by the end of June 2025
A letter requesting an extension of the Project to Advertise Duct Bank Project by September 30th and the Roadway Project by April 30th 2026.
- c. Progress Reports to be done Quarterly – **2nd Quarter 2026 Report Complete.**
- d. Update Agreement to reflect new costs
Completed.
- e. Resolution from the Town that covers the Town's match and speaks to covering costs

above and beyond the award amount.

Completed

- f. Town's part time staff to attend locality qualification program within 6 months.
Laura Jane Cohen (full time employee) and Martin (Geri) Yantis (Project Manager) received the Certificate of Completion for the VDOT Qualification Program.

2. Authorization to Advertise

Following the submission on March 24th of the Combined PS&E for the Duct Bank Project and the Roadway Project, VDOT provided comments. The design team revised the package and resubmitted to VDOT. On April 28 the Project received Authorization to advertise from VDOT. On April 29th the Project was advertised on the eVA website. The Bid due date is June 25th.

3. Results of the Advertisement for Bid of the combined Duct Bank Construction (Stage 1) and the Roadway Construction (Stage 2)

On June 25th a public meeting was held to open the bids from the advertisement of the combined Duct Bank Construction (Stage 1) and the Roadway Construction (Stage 2) Project. The project received 4 bids. The bids resulted in the following amounts for the combined projects: \$1,739,557.35, \$1,799,305.00, \$ 1,870,018.04, and \$3,993,317.15. The Design Team is currently analyzing the bids and will be submitting the award package for approval.

4. Utilities

On March 24, 2026 notice was received for Right of Way Certification for the Combined Projects.

5. Railroad Coordination

The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC received approval of their application for the location of their utility within the railroad right-of-way.

The Project Team is waiting for a final amendment to the existing lease between the Town and the railroad for the required mill and overlay in the railroad right-of-way, as well as the new Street Light that will be located in the railroad right-of-way.

6. Easements

Completed and recorded. VDOT is currently conducting a compliance review of some of the parcels requiring easements for the ROW.

7. Sources for additional funding for the Project

The Town is analyzing the total project costs including the recent bids received to determine the required additional funding needed to complete the project. This will be submitted to VDOT to seek potential federal funding for the project.

- a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.

Explain any delays experienced and efforts made to correct:

Describe anticipated work efforts over the next three (3) months:

1. Recommend award of contractor to VDOT
2. Award Contract for Construction
3. Acquire additional funding to complete the project.
4. Submit land use permit to VDOT for the combined projects
5. Prepare for construction of the combined project beginning with Stage 1 Duct Bank Project.
6. Review received Utility Agreement with NOVEC. Receive utility agreements from Verizon and Cox.
7. Receive amended agreement from Norfolk Southern Railroad for the required work to be completed in the railroad right-of-way.

Completed by: Susan Yantis and Geri Yantis
Title: Project Managers

Complete the form quarterly and submit to VDOT District Coordinator in January, April, July and October

cc: Local Assistance Division – LAD PM

LJC admin update 7/7/26

1) Project Oversight

- a) Procurement policy refinement—TC must discuss amounts and finalize. Ideally pass tonight.
- b) HUD continued participation intention sent, now need Lynn to sign letter on the TC's behalf
- c) Playground overhaul-will send presentation for discussion. Must select vendor, then schedule public info session to gather input on design.

2) Maintenance

- a) Added an admin column to our maintenance calendar. Suzy and Kerrie- if you have a chance to review and add items, that would be great. Then TC review
- b) Apex electric is coming up with a plan for lighting in the town offices, will send estimate once I have it.

3) Communications

- a) June newsletter
 - i) 73% open rate! (our highest yet!)
 - ii) July newsletter topics have been sent to you, please let me know if there is anything else you'd like to include

TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)				
Month and YTD information				
		Jun-26	July 2025-June 2026	FY 2026 Budget
OPERATING REVENUES:				
Taxes & Permits Revenues:				
ARB Permits			1,860.00	500.00
BPOL			60,226.45	50,000.00
BZA Fees				
VA Communications Sales Tax	312.57	3,688.07	3,500.00	
VA Car Rental Distribution	-			
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax		2,865.09	2,750.00	
Motor Vehicle Registration	34.25	7,569.48	9,000.00	
No. Va. Cigarette Tax	19.60	359.34	0.00	
Railroad Tax		383.79	1,800.00	
Sales Tax	2,453.58	28,558.07	25,000.00	
Meals Tax - NEW	29,663.15	262,437.78	225,000.00	
Use Permits		1,150.00	600.00	
Utility Consumption Tax	83.87	1,266.52	1,200.00	
TOTAL TAXES & PERMITS:	32,567.02	370,364.59	319,350.00	
Town Facilities Rentals:				
Community Hall	100.00	3,490.00	4,000.00	
Pink House			0.00	
Property Rental-Park/Square/Gazebo		775.00	150.00	
TOTAL FACILITIES RENTALS:	100.00	4,265.00	4,150.00	
Grants:				
Fire Program State Grant- FCFD		15,000.00	15,000.00	
Litter Control Grant - Non-competitive		1,000.00	4,000.00	
Litter Control Grant - Competitive		15,308.25	10,000.00	
TOTAL GRANTS:	-	31,308.25	29,000.00	
Town Events:				
Celebrate Clifton Gala			0.00	
Environmental Event			0.00	
Haunted Trail Event		72,627.51	35,000.00	
Homes Tour			5,000.00	
TOTAL EVENTS:	-	72,627.51	40,000.00	
Other Revenue:				
Interest Income	4,681.86	59,757.51	60,000.00	
Other income				
TOTAL OTHER REVENUE:	4,681.86	59,757.51	60,000.00	
TOTAL OPERATING REVENUES:	37,348.88	538,322.86	452,500.00	
OPERATING EXPENSES:				
Payroll Expenses:				
Town Clerk Salary	2,500.00	30,000.00	30,250.00	
Town Treasurer Salary	2,916.66	34,999.92	36,000.00	
Dir of Economic Development, Comms & Marketing - NEW	4,888.00	58,656.00	58,656.00	
Additional support staff	10,000.00	10,000.00	11,700.00	
Payroll Taxes	1,903.32	14,676.68	13,600.00	
Employee Incentives			6,200.00	
TOTAL PAYROLL EXPENSES:	22,207.98	148,332.60	156,406.00	

CONTRACTUAL EXPENSES:				
Town Government:				
ARB				0.00
Board of Zoning Appeals				10,000.00
Civil Rights Committee				0.00
Planning Commission				
<i>update to town plan</i>	16,484.94	16,484.94		20,000.00
<i>Revisions to the Town Code</i>				5,000.00
<i>Advertising for Public Hearings for Use Permits</i>				
<i>Translation & Interpretive Services for Public Meetings</i>				
<i>Legal Services</i>				
<i>General Admin/Education</i>		945.00		5,000.00
Dues & Subscriptions:				
<i>Conference Attendance</i>	348.14	348.14		3,000.00
<i>Other Dues & Subscriptions & Training</i>				250.00
<i>VA Municipal League</i>	-	500.00		500.00
Insurance	-	7,367.00		7,000.00
Legal Advertising	146.28	926.28		2,000.00
Mayoral Reimbursement				1,000.00
Citizen Recognition Fund				500.00
Bank Fees				0.00
Miscellaneous Contractual Expenses - bell		500.00		2,500.00
Professional Fees:				
<i>Accounting - Year Audit Review</i>	7,227.50	15,000.00		30,000.00
<i>Legal Fees</i>	3,270.00	7,710.00		25,000.00
<i>Web Server Annual Maintenance with Domain Subscriptions</i>				2,500.00
<i>Web Site Updating & Configuration</i>	-	7,880.00		10,000.00
TOTAL TOWN GOVERNMENT:	27,476.86	57,661.36		124,250.00
Town Facilities:				
Utilities - verizon + electric	85.33	1,737.68		5,000.00
Caboose	-	-		5,000.00
Railroad Siding Rent	-	2,261.13		2,200.00
Town Meeting Hall:				
<i>Electric</i>	1,224.19	6,465.89		7,000.00
<i>Supplies</i>				500.00
<i>General Maintenance - including floors</i>	19,773.98	23,823.98		24,800.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>	872.50	872.50		2,000.00
Parks and Public Spaces				
<i>Town Parks Committee</i>	1,350.00	12,049.33		6,000.00
<i>Aye Square Plantings</i>				3,000.00
<i>Ayre Square Christmas Tree replacement</i>				0.00
<i>Banner Replacement</i>				1,000.00
<i>Flag Replacement in Town</i>				1,000.00
<i>Railroad Siding Boxes - North & South Sides</i>				0.00
<i>Mgt Fee (25% of Property Rentals)</i>				
<i>Invasive species prevention and conservation management</i>	9,920.00			10,000.00
Pink House:				
<i>Maintenance & Repairs</i>	2,227.79	6,426.56		5,000.00
MISC Emergency Repairs		6,772.00		7,500.00
TOTAL TOWN FACILITIES	35,453.79	71,979.07		82,500.00

Town Services:				
Recurring services				
Town Lawn Maintenance and Mowing	980.00	10,960.00	10,000.00	
Tree Trimming and Replacement Planting	-	-	5,000.00	
Mulching - Annual	4,941.50	9,883.00	3,000.00	
Trash Collections		7,366.85	2,400.00	
Trash Consolidation - Art Guild (non-comp litter grant)		3,050.00	4,000.00	
Non-recurring services				
Landscape/Ground Maintenance - Playground, Ayre Square, 8 acre Park & Triangle Maintenance, Harris Park, Flood Plain			12,000.00	
Playground Equipment Maintenance			2,500.00	
TOTAL TOWN SERVICES:	5,921.50	31,259.85	38,900.00	
Grants:				
Litter Control Grant - Expense	1,249.00	13,385.00	14,000.00	
Fire Program State Grant Expense - passthrough to FCFD	-	15,000.00	15,000.00	
TOTAL GRANTS	1,249.00	28,385.00	29,000.00	
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)				
Celebrate Clifton Gala			0.00	
Christmas Tree Lighting		1,200.00	1,300.00	
Environmental Events (clean up, Camp Fire, TBD)	-	588.27	1,300.00	
Haunted Trail Event	-	15,591.12	15,700.00	
Historic Events			0.00	
Homes Tour			0.00	
TOTAL EVENTS	-	17,379.39	18,300.00	
Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)				
Clifton Arts Council			0.00	
Clifton Business Coalition			0.00	
Communication Committee			500.00	
<i>Welcome baskets</i>				
Committee on the Environment			1,150.00	
<i>Wildlife preservation - Mark K equipment</i>				
<i>Bluebird Trail - NEW</i>		405.29		
Historic Preservation Committee			0.00	
Finance			0.00	
Mayor's Initiatives - delete			0.00	
Parking and Traffic Committee			10,000.00	
TOTAL COMMITTEES	-	405.29	11,650.00	
TOTAL CONTRACTUAL:				304,600.00
Commodities:				
Computer Supplies - Hardware & Software	204.05	4,830.14	500.00	
Copies	-	-	200.00	
License Plates	-	42.36	100.00	
Miscellaneous Commodities - storage & constant contact		4,443.49	750.00	
Office Supplies		298.65	500.00	
Office Equipment		2,200.48	500.00	
Postage & Delivery	438.46	676.26	500.00	
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	-	0.03		
TOTAL COMMODITIES:	642.51	12,491.41	3,050.00	
TOTAL EXPENSES:	92,951.64	367,893.97	464,056.00	
NET INCOME (LOSS):	(55,602.76)	170,428.89	-11,556.00	

Town of Clifton			
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26			
REVENUE/COST STATEMENT			
REVENUES:			
FEDERAL GRANTS			
MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20		104,440.31	
MAP 21 TAP: TAP > 200K:			1,600,000.00
TOTAL VDOT TA - MAIN ST IMPROVEMENTS			
TOTAL REVENUES:	-	104,440.31	1,600,000.00
COSTS:			
Special Projects - Streetscape			
Streetscape 2A - Preliminary Engineering			
Streetscape 2A - Right of Way		15,241.69	
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)			
Processing Easements			
Streetscape 2A - Construction			2,000,000.00
TOTAL SPECIAL PROJECTS COMMITTEE:	-	15,241.69	2,000,000.00
NET REVENUES/(COST)	-	89,198.62	-400,000.00
Town of Clifton			
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY26			
REVENUE/COST STATEMENT - Public Hearing			
COSTS:			
Town-Funded Projects			
Permanent Signs (Historic and Informational)			
Safety Signs - Traffic Solutions - delete			
Harris Park Improvements		(500.00)	125,000.00
8-Acre Park Entrance - Improvements	-	1,168.27	3,000.00
Purchase of Green Space - delete			
Public Parking Improvements			5,000.00
Caboose & Luggage Cart Renovation	4,700.00	4,700.00	5,000.00
Trash Enclosure			4,000.00
Pink House Improvements		25,000.00	
Town Historic Building -- delete			
TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds	4,700.00	30,368.27	142,000.00
NET REVENUES/(COST)	4,700.00		
TOTAL CAPTIAL COSTS		45,609.96	2,142,000.00
TOTAL CAPITAL NET REVENUES/(COST)	-	58,830.35	-542,000.00
Funds used from saving			553,556.00
TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)	(60,302.76)	229,259.24	0.00

Town of Clifton
Account Balances
FY26

				6/30/2026			<u>Notes</u>
ASSETS							
Current Assets							
Checking/Savings							
		United Bank - Haunted Trail Account	32,447.32				
		United Bank - Events Acct	64,958.34				
		United Bank - Checking	164,828.99	Min Bal \$2,500	"Chairman's Club"		
		Untied Bank - Security Deposit	3,119.22				
		United Bank - Money Market Savings	243,772.63	Min Bal \$15,000			
		Investments-LGIP	1,382,481.40				
		Total Checking/Savings	1,891,607.90				

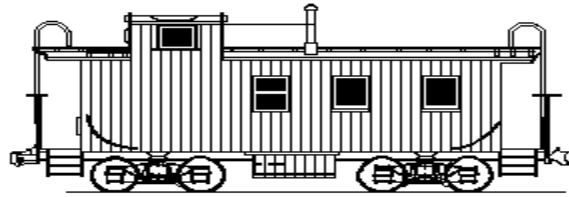
Town of Clifton CARES Summary - SLGRF

Total Received SLGRF 303,992.00

	Obligated as of 12/31/24	Expended as of 6/30/2026	Dates	
Ayre Square Purchase	\$ 91,184.55	\$ 91,184.55	12/21/2021	
Harris Park Extension Purchase	\$ 74,452.95	\$ 74,452.95	12/21/2021	
Harris Park Extension Cleanup	\$ 11,500.00	\$ 11,500.00	4/1/22-5/31/22	
Administrator Position	\$ 108,670.85	\$ 108,670.85	4/16/24-12/31/26	
 Floodplain Park Invasive Plant Control	 \$ 775.00	 \$ 775.00	 9/1/23-3/31/24	
Gazebo Repair	\$ 3,050.00	\$ 3,050.00	7/1/24-7/31/24	
Caboose Repairs	\$ 9,500.00	\$ 9,500.00	8/6/24-6/30/26	
Flood Plain Parking Lot Rehab	\$ 4,858.65	\$ 4,858.65	9/1/24-6/30/26	portion of bridge repairs
	\$ 303,992.00	\$ 303,992.00		
 Remaining	 -	 as of 12/31/24		

Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

Mailing Address:
P.O. Box 309
Clifton, VA 20124



July 1, 2026

Anna Shapiro, Deputy Director
Fairfax County Department of Housing & Community Development
3700 Pender Dr. Ste. 300
Fairfax, VA 22030

SUBJECT: NOTICE OF INTENT FOR CONTINUED PARTICIPATION IN URBAN
COUNTY HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

Dear Deputy Director Shapiro,

On behalf of the Town of Clifton, I am writing to formally notify the Fairfax County Department of Housing & Community Development of our affirmative decision to continue our participation in the Fairfax County Urban County program. This cooperative agreement remains highly valued by our community as it supports essential housing and community enrichment opportunities across our shared region.

By way of this letter, please accept this correspondence as our official notification and confirmation of intent to remain included within Fairfax County's urban county designation for the upcoming qualification period. The Town of Clifton elects to fully participate in all applicable Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants (ESG) activities administered by your department.

We appreciate the continued collaboration, dedication, and guidance provided by your administration and staff in managing these impactful federal funds. Should you or Ms. Hsu require anything further to finalize this renewal, please do not hesitate to contact me.

Sincerely,

Lynn Screen, Mayor
Town of Clifton, Virginia
Email: lscreen@cliftonva.gov

Clerk Report for July 7, 2026 Town Council Meeting

- Completed many sets of minutes (5 Council meetings worth!)
- A reminder to everyone to please enable 2 factor authentication on your email accounts by the deadline discussed.
- Updates to website
 - Adjusted meals tax form naming convention
 - Started gathering list of areas for improvement and will work with council on prioritization, see second page for initial list / thoughts.
- Started setting up Stripe account, working in sandbox and have set up a meeting with Suzy for July 9 to connect Stripe to our account.
- Helped a few people who reached out asking for plats. They were directed to us by the County and often they don't live in Town and we don't have this information anyways. Is there someone at the County we can reach out to to streamline this?
- Helped Jay with VRSA signatures
- Drafted 2 use permits, awaiting Planning review.
- After having received inquiries regarding political signs in Town, looked into Town Code updates requirements regarding signage as well as outdated references.
- Reached out to the Legal Committee to ensure that all legal memos from our attorney and documents/contracts are saved to the official shared drive.

Clerk Report for July 7, 2026 Town Council Meeting

Website changes, initial to do list.

- Get payments up and running
 - Set up new stripe account
 - Deactivate old one
- Update reservations page and procedure
 - Recommend bundling this under Town Administrator rather than volunteers to ensure consistency and since phone calls go there anyway.
- Determine which document repository format we like best and migrate to that
- Identify process for posting news items - communications committee meeting end of July
- Town Management Page:
 - Do we need to list out the different times that we have updated the code or just state that its up to date as of X date? Just trying to clean the page up a bit.
 - Our Town Electronic Meeting Policy is listed as adopted on June 6, 2029. Need to correct this.
 - FOIA Policy, is this necessary? We just follow VA policy, do we need to have an additional one?
 - Website has a "Money Management for Town Events Policy", should we update this?